

Retention and Classification Report

Agency: Department of Administrative Services. Central Stores Office
(248)
1007 State Office Building
Salt Lake City, UT 84114
801-538-3014

Records Officer

80084	Accounts receivable monthly reports
80121	Central stores purchase orders
80083	Daily stores accounting reports
80082	Interdepartmental transfers
80085	Inventory control monthly reports

AGENCY: Department of Administrative Services. Central Stores Office

SERIES: 80084

3

TITLE: Accounts receivable monthly reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are monthly reports that reflect what has been purchased by government agencies and what is owed.

They include customer status reports, detailed sales reports, trail balance reports, sales analysis reports, and commission reports,

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Central Stores Office

SERIES: 80121

3

TITLE: Central stores purchase orders

DATES: 1982-

ARRANGEMENT: Numerical by vendor.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are requisitions used solely by Purchasing to acquire merchandise directly from vendors. One copy is sent to Purchasing, another copy is sent, to Central Services, Accounting where it is used to update their computer, and another copy is kept in the office.

These requisitions include purchase order number, purchase date, description, unit cost, a comment section, a description of the material, and a quantity.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after current fiscal year and then destroy.

APPRAISAL:

Administrative

This records series has administrative uses only.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Central Stores Office

SERIES: 80083

3

TITLE: Daily stores accounting reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are daily computer printouts used to reconcile the transactions made between Central Supply and their customer agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months after current year and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Central Stores Office

SERIES: 80082

3

TITLE: Interdepartmental transfers

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records used for the billing of supplies that agencies have requested and received from Central Supply. Some of these records are billings are made to nonstate agencies and a copy of those charges is not forwarded to the Division of Finance. This series includes IDT and the attached invoice.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after current year and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

A copy of state IDT's are sent to Finance and retained their for the appropriate retention. Non-state invoices are not sent to Finance and , therefore, should be kept for three years to satisfy audit requirements.

AGENCY: Department of Administrative Services. Central Stores Office

SERIES: 80082

TITLE: Interdepartmental transfers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Central Stores Office

SERIES: 80085

3

TITLE: Inventory control monthly reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are monthly reports used for reference, accounting and reconciliation of the inventory of supplies maintained by Central Stores.

This series includes Detailed Activity Report, Purchase Order Report, Inventory Status report, Sales Analysis by Year to Date Report, Sales Analysis by Item Number, and Summary Sales Analysis Report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.